

Trefoil Guild Website - www.trefoilguild.co.uk

In March 2009 the Trefoil Guild Website was completely redesigned and updated.

It now has many new and innovative features which should keep it up to date and functional for the next few years.

I know that, like a large number of Trefoil Guild members, some of you will not have seen the new website. Many of you do not have computers or internet access, but the website can be accessed by anyone in the world. It is our shop window and I need your help to keep it up to date, vibrant and alive.

No, don't worry, I am not asking you all to learn how to put data onto the website, but I would like to show you what the site can do and how you can help provide the articles, photos and event information.

Home Page

When you log onto any website the first page that appears is the **Home Page** which gives you a snapshot of what is on the website and where to find it.

On the Trefoil Guild **Home Page**, under the Trefoil Guild heading, you find a **Menu** showing a number of different pages which you can click on to view:

- About Us
- Countries and Regions
- News
- Celebrate
- International
- Membership
- Events
- Galleries
- Contact

For example:

- **About Us** - this shows our Aims, the Promise, Special Sections, organisations we have links with and Interest Groups
- **Membership** - shows us about the different types of membership and how to join a Guild

Scroll right down to the bottom of the **Home Page**. Here you find the same pages which are listed on the **Menu** and more:

- History
- Forms
- Resources

Together with the all new:

- Handbook - yes, a complete unabridged copy of the Trefoil Guild Handbook for you to dip into as and when needed
- Comments
- Polls
- Terms of Use

This section at the bottom of the page, like the Menu above, is visible from each individual web page.

Let's have a look at the new pages:

- **Comments** - click here (or on **Comments** in red above) and read the most recent comments which have been posted on the site and have the option to add your own comments.
- **Polls** - here you can see the results of the existing and previous Polls. Just a bit of fun at the moment, but it could be used to give a 'straw poll' of member's opinions. The present Poll can also be accessed via **Your Opinion** in red just above.
- **Terms of Use** - does anyone ever read them? The main point is that anyone can access the site, but cannot download anything from the site without the express permission of the Trefoil Guild.

Continuing along the bottom of the **Home Page** you will find a list of the nine **Countries and Regions** of the UK Trefoil Guild. You can access any of the **Country or Region Pages** by clicking on here. However, there are two other ways you can get into **Countries and Regions** from the **Home Page**, either click onto **Countries and Regions** on the **Menu** at the top of the page or the red **Countries and Regions** toward the bottom of the page. These two take you to a map of the UK, click on the **Country or Region** you require, below the map details and 'Go To Region Page' pop up - click and you're on the page.

Move up right to the top of the **Home Page**. Here you will see the **Scrolling Bar**. A very useful tool - it can be changed instantly to show up to the minute information. For example, notification of the Woman's Hour broadcast was shown here and picked up by members. '**Watch this space!**'

Again at the top, but right hand side of the **Home Page** is another '**Watch this space!**'. Here you will find useful Trefoil Guild 'adverts'. At the moment is shown 'Veronica's New Challenge' and Greetings. Previously we advertised the availability of AGM tickets.

Further down that side you will find **Links** to the websites of related of groups and organisations. At present we have **Links** to:

- World Association of Girl Guides and Girl Scouts
- International Scout and Guide Fellowship
- Girlguiding UK
- Trefoil Guild Merchandise
- Girlguiding Centenary

All these change from time to time so keep '**Watching this space!**'

On the opposite side of the **Home Page** is **Search**. All articles and photos are archived so you can search here for an item by putting in keywords.

The main part of the **Home Page** is given over to four page headings:

- Latest News
- Celebrate
- International
- Galleries

Listed under each heading are up to five articles. Click on any of the individual articles to go straight to the article/gallery page. Alternatively click on one of the headings and you will find the last five articles which have been added to that specific page, i.e. International. Different articles viewed in different ways.

News Page

Is fairly self explanatory:

- Click on the **Menu** and see the latest articles
- If an article relates to a specific **Country or Region** it is shown on the C/R page too

Celebrate Page

This page has grown out of 'Celebrate Around the World', the trips the Trefoil Guild are making to the Four World Centres, into a page covering 'CAW' and Girlguiding UK's Centenary.

- You can access the website of all the Four World Centres from this page
- Click onto 'Changing Lives' around the World - Pax Lodge Fundraising and scroll to the bottom of the article
 - Here you will see 'Changing Lives'
 - This is a word document which gives you more information, click on it to open

You will find these additional word documents attached to many articles all over the website. We use them as a means of providing you with more information as the maximum number of words we put in any one article is 250.

International Page

This is similar to News and Celebrate but on an international theme.

Country and Region Page

Moving away from the **Home Page** the pages most frequently visited are the **Country and Region** pages. We had about 1,500 individuals from up to 39 countries worldwide looking at the site last month.

On each **Country and Region** page you will find:

- A photo of the Country/Region Chairman
- Contact email address
- A link to a website or page that the Country/Region might have
- **News Articles**
- **Event** information
- **Galleries**
- They are also facilities to add **video clips!**

Have a look at not only your own Country or Region page but the others too. You will have to scroll way down the page to find all the information, especially if there are lots of Articles and Events.

- Click on the **Image Galleries** and you will be taken direct into that Gallery. Click on the small thumbnail photos to reveal a larger image.

Galleries Page

You will also find photos relating to your **Country or Region** on the main **Galleries Page**. These can be accessed via the **Gallery** button on the **Menu** or at the bottom of the page. There are two Gallery pages at the moment and in time there will be more. They relate to events like the AGM, international trips, a special event for a Country or Region, Celebrate Around the World, etc. They are in order of last one on, shows first.

Events Page

All the event dates are shown here.

- You have the option of selecting a category, i.e.
 - International
 - National
 - Region - although under this category the dates for all Countries and Regions events appear. For individual C/R dates go to the specific Country or Region page

Contact Page

Here you find contact details for the Trefoil Guild Office and the TG webmaster.

History Page

A potted Trefoil Guild history which is updated every year.

Forms Page

A number of useful TG forms for downloading - these are being constantly updated:

- Membership Personal Details and Amendment Forms
 - Registration of a Trefoil Guild
 - Starter Pack Form
 - Transfer Form for Members
 - Trefoil Guild Website Pro forma
- And soon, the Information sheet and Membership form for the new Internet Guild.

Resources Page

It is just that - more useful things which are not forms:

- Trefoil Guild logo
- Letter Heading
- Celebrate Around the Word logo
- Scarf motif
- 2009 recruitment leaflet
- Photo tips

Confused with all the above? Let your mouse have free reign and you will soon start to find all the hidden extras on the Trefoil Guild website.

If the webpage doesn't show all the above on your computer it might be your browser isn't powerful enough. Try Google or Firefox or MSN. If you have any other problems accessing or using the website email me at our dedicated Website email address:

trefoilweb@girlguiding.org.uk

Please share this paper with other members and friends and if you find an error, think a certain form or resource should be made available or even think there should be an article or photos about a specific event let me know.

Details of how to submit items for the Trefoil Guild website and the Trefoil Guild website pro forma are attached. Please do use the pro forma when submitting items; it covers us for Data Protection. Additional information can be found under 'Ideas for Articles Suitable for *The Trefoil*', page 100 of the Trefoil Guild Handbook.

Barbara Peart
Trefoil Guild Webmaster